

# Adjutant General's Department

3/20/2015

## YOUR DIRECT LINK TO State Vacancies

POST &/or  
Distribute

Postings have a direct link to the On-line Kansas job site where the job description and application information is provided.

**APPLICATIONS MUST BE RECEIVED BY THE CLOSING DATE FOR CONSIDERATION.**

All positions require a security check.

Wages listed on the website are the minimum starting wages & do not reflect present employee promotion or transfer pay rates.

<i>Open to:</i> 1-Present State employees of TAG Dept                      2-All State employees'                      3-Public					
<u>Location</u>	<u>*Open</u>	<u>Position</u>	<u>Title</u>	<u>Department</u>	<u>Closing Date</u>
Topeka	1,2,3	Unclassified	<b>Resource Protection Officer</b> <b>11:30pm- 7:30 am Shift</b> <a href="https://www.da.ks.gov/ps/pub/reginfo.asp?id=180196">https://www.da.ks.gov/ps/pub/reginfo.asp?id=180196</a>	JFHQ Security	Until Filled
Wichita	1,2,3	Unclassified	<b>Building Systems Technician</b> <a href="https://www.da.ks.gov/ps/pub/reginfo.asp?id=179725">https://www.da.ks.gov/ps/pub/reginfo.asp?id=179725</a>	184 <sup>th</sup> CE	Until Filled
Ft. Riley	1,2,3	Unclassified	<b>Building Systems Technician</b> <a href="https://www.da.ks.gov/ps/pub/reginfo.asp?id=179723">https://www.da.ks.gov/ps/pub/reginfo.asp?id=179723</a>	CFMO	Until Filled

To view online announcements directly from the electronic document, press control and click on the blue web link provided, or cut and paste the link into your browser's address bar. Complete position descriptions are available for all jobs from SHRO. You may also visit [www.jobs.ks.gov](http://www.jobs.ks.gov) and search by vacancy number for positions open to categories 1, 2, 3.

### HOW TO APPLY FOR A POSITION AT THE ADJUTANT GENERAL'S DEPARTMENT

The application process has **4 STEPS**.

**STEP 1:** Register by completing the online Personal Data Form at <http://da.ks.gov/ps/aaa/recruitment/jobsteps.htm>

(Skip this step if you already have an Applicant ID number.)

**STEP 2:** Complete the official State of Kansas application form at <http://da.ks.gov/ps/aaa/recruitment/intro.htm>

**STEP 3:** Submit your online application to The Adjutant Generals Department. You may also submit a paper copy of your State of Kansas Employment Summary to: The Adjutant Generals Department, State Human Resource Office, 2800 SW Topeka Blvd, Topeka, KS 66611-1220.

**STEP 4:** Submit additional documents such as cover letters, resumes, transcripts, and/or certifications by e-mailing them to [stephanie.k.burdett.nfg@mail.mil](mailto:stephanie.k.burdett.nfg@mail.mil). Include your name and job requisition number on all correspondence when submitting documents. Contact Stephanie Burdett (785) 274-1460 for additional information. Your application will be considered incomplete and you may be found ineligible if you fail to submit the required documentation by the closing date of the vacancy announcement. The Adjutant General's Department is an Equal Opportunity Employer.

**MEETING MINIMUM QUALIFICATIONS:** In order to be qualified for any position with the Kansas Adjutant General's Department, the applicant **MUST MEET THE MINIMUM QUALIFICATIONS** for the specific position. These qualifications **MUST BE IDENTIFIED** on the application/resume. Failure to include the minimum qualifications on the application/resume may result in disqualification and the applicant will not be considered for the position.

**IMPORTANT:** Must have a valid driver's license and the ability to obtain and maintain a Department of Defense Security Clearance.

**REQUIRED DOCUMENTS:** The following documents must be submitted by the job closing date.

- State of Kansas Application Form: Send to Adjutant General's Department (Can be submitted on-line or as a paper application.)
- Kansas Tax Clearance Certificate: Apply at Kansas Department of Revenue's website at <http://www.ksrevenue.org/taxclearance.html>.
- Declaration of Employment Form: The information collected on this form is used to determine your acceptability for employment and your ability to obtain and maintain the appropriate security clearance status. The form can be accessed using the following internet link: [http://www.kansastag.gov/AdvHTML\\_Upload/files/TAG%20306\(1\).pdf](http://www.kansastag.gov/AdvHTML_Upload/files/TAG%20306(1).pdf).
- Not required but preferred: Cover Letter, Resume and Academic Transcripts may be sent to Stephanie Burdett, [stephanie.k.burdett.nfg@mail.mil](mailto:stephanie.k.burdett.nfg@mail.mil).

**To Apply:** Register your Personal Data and Apply online at [www.jobs.ks.gov](http://www.jobs.ks.gov) **OR** contact  
SHR, Adjutant General's Dept., 2722 SW Topeka Blvd, Topeka, KS 66611.  
**Stephanie Burdett: 785-274-1460**

**NOTE:** On-line application and listing of **other State Vacancies** are available on the Internet, [www.jobs.ks.gov](http://www.jobs.ks.gov)

## Resource Protection Officer Joint Forces Headquarters Complex – Topeka, KS Previous applicants need not apply

**Requisition #180196 - Open until filled -Job Summary:** Position is a full-time, unclassified, state position, \$14.11 per hour with a shift differential of \$.50 for a total hourly rate of pay of \$14.61 an hour. Work schedules vary by assignment- Work hours are 11:30 pm - 7:30 am. This position is eligible for all benefits offered to State of Kansas employees. This position is open until filled so get your application in as soon as possible.

**Job Description:** The position provides armed security, performs access control, asset protection & surveillance monitoring; and responds to critical situations and takes appropriate action. Position may regularly encounter military personnel, public officials, agency employees, and visitors in the course of employment.

**How will I be screened? (Required Qualifications):** High school graduate or equivalent; Minimum Age 21. A valid driver license for state of legal residency is required, as are no prior felony convictions. Requires the use of a firearm for duties and therefore no convictions of, and must be free of any diversions from, a felony or misdemeanor domestic violence crime as set forth in 18 U.S.C. § 922 (d) (9) and (g) (9). Must be able to complete required forms, reports, logs, and other required documentation in a legible manner, according to instructions, and speak distinctly. A drug screen will be required as a condition of employment after a conditional offer of hire has been extended. The RPO must qualify with firearm semi-annually, and should be familiar with small arms safety and use.

**Preferred Applicants:** Graduate of Army Military Police School, USAF Security Force Academy, Kansas Law Enforcement Training Academy or another state's equivalent training program. Current LEO certification may qualify for LEO positions (if available) Experience may be substituted for training. One (1) year armed security/police experience preferred.

## Building Systems Technician McConnell ANG – Civil Engineering, Wichita, KS

**Requisition # 175620 – Open until Filled - Full time, unclassified with benefits, state position, \$15.03 - 16.94 per hour commensurate with qualifications and skill level. Standard 40 hour work week scheduled Monday thru Friday between 7:00 AM to 3:45 PM.**

**Job Description:** Qualified candidate will Inspects, installs, operates, maintains, troubleshoots and repairs all types of heating, ventilating and air conditioning (HVAC) systems, including but not limited to: Chilled Water systems, Geo-Thermal Heat Pump systems, Cooling Towers, Direct Expansion Cooling systems, Energy Recovery Wheels, Air Handling Units, Direct Digital Control (DDC) systems, VFD Motor Controls, Boiler systems, Circulation Pumps, Low Voltage Control Wiring, Control Valves and Dampers, Refrigeration/Air Conditioning Refrigerant Install and Recovery, Ventilation Filters, Air Compressing and Ventilating systems, and Steam-Gas-Electric Unit Heaters. Troubleshoot and repair electric control components associated with heating, cooling, ventilation systems and components. Aligns, adjusts and services components and equipment such as compressors, electric motors, centrifugal refrigerating machines. Shapes, sizes and connects piping, tubing and components using special benders, flaring and coupling tools. Tests and inspects installed heating and cooling equipment for proper operation and compliance with technical orders (TOs), manufacturer's operation and maintenance manuals and local procedures, including compliance with local/national safety and environmental regulations. Adjusts manual and automatic controls to produce required heating or cooling. Service components such as electric motors, compressors, valves and moving mechanical parts with appropriate lubrications. Removes, disassembles, cleans, repairs, re-assembles and reinstalls component and component parts, such as: boiler heat tubes, pumps, motors, controllers, compressors, burners, condensers, ruptured disks, valves, backflow preventers, safety and automatic valves, pistons and bearings. Conduct tests of boiler waters, condensation return lines and coolant lines to determine extent of scale and corrosion damage and adds chemicals to maintain proper chemical concentration. Fabricate and install sheet metal and flexible ducts. Performs seasonal overhauls as required. Checks installed safety devices for proper operation. Plans and lays out work. Reads, interprets and strictly adheres to applicable Air Force Manuals and Instructions, Regulation and Technical Orders; Occupational Safety and Health Standards; Environmental Protection Agency Directives, NFPA; blueprints, drawings, plans and specifications and building codes. Works in a safe and professional manner at all times.

**Minimum and Preferred Qualifications:** Requires a high school diploma or equivalents with courses in general science, math and shop mechanics are preferred. HVAC/Mechanical trade school attendees or graduates preferred. Ability to read, interpret and work from blueprints, sketches and drawings is preferred. Skilled in the use and operation of tools, machines, computer/laptop, and equipment commonly used in heating, air conditioning and plumbing installation is preferred. 24 months verifiable experience working in the commercial/industrial heating, ventilation and air conditioning trade. A minimum of 12 months verifiable enrollment in an HVAC technical school or certificates showing completion of a HVAC technical school can substitute for 12 months of the verifiable work experience. Also, 12 months verifiable working experience in the electrical, plumbing, welding, and/or carpentry trades can substitute for 12 months of the verifiable work experience in the commercial/industrial heating, ventilation and air conditioning trade. Must be able to work at heights up to 100'. Must be able to pass Grade 1 Color Vision Test as defined in AF Manual 160-17. Must be able to move objects weighing up to 50 pounds. May be required to return to work or work additional hours on occasion.

**To Apply:** Register your Personal Data and Apply online at <http://da.state.ks.us/ps> OR  
Submit a completed State of KS Employment Summary & Personal Data Form to the Contact indicated.

**NOTE:** Listing of other State Vacancies are available on the Internet, <http://da.state.ks.us/ps>.

**Building Systems Technician****Construction Facilities Maintenance Office, Fort Riley,**

**JOB REQUISITION # 179725 - Job Summary:** Full time, unclassified with benefits, state position, \$15.03 - \$16.94 per hour commensurate with qualifications and skill level. Standard 40 hour work week scheduled Monday thru Friday between 7:00 AM to 5:00 PM. **Open until filled**, get applications in early as posting will close once position is filled.

**Job Description:** Identifies and recognizes the problems affecting equipment, and makes repairs to systems that provide for cooling, heating, filtering, or circulating of air for facilities and equipment. Works on systems utilizing mechanical compression, vapor compression, or absorption as the methods of cooling. Performs the full range of work involved with troubleshooting and repair, overhaul, maintenance, and servicing of industrial air conditioning units, heat pumps, gas fired boilers, split ventilating systems and air drying systems. Diagnoses and locates malfunctions, disassembles, repairs, replaces, or adjusts thermostats, pressure stats, humostats, relays, switches, electronic controls, and other devices. Disassembles and repairs compressors and related components. Services and repairs evaporators, condensers, and receivers. Bleeds systems and replaces refrigerants. Tests for leaks and excessive load conditions. Reconditions, modifies, and fabricates parts. Installs and relocates equipment. Observes and tests the operation of heating and cooling systems in order to locate malfunctions in the automatic controls, converters, piping, pumps, and related components. Inspects, adjusts and, as necessary, replaces or repairs thermostats, governors, switches, cut off apparatus, burners, fuel feed flame guard controls, ball bearing, drive gears, gaskets, damaged parts, and electronic and other safety devices. Reassembles and reinstalls components. Uses all hand tools, test equipment and instruments, welding equipment and shop machines. Observes all safety rules and regulations. Subject to call in to perform emergency repairs during off-duty hours.

**Minimum and Preferred Qualifications:** Qualified candidate will have 2 years of training and/or experience in HVAC pertaining to installation, repair and maintenance of various types of equipment. Training in HVAC, HVAC mechanical systems at the high school level or at an accredited post school academic or vocational institution may be substituted for the required experience at the rate of one-half hour school unit. 90 clock hours or 2 semesters for one month experience with a maximum substitution of 2 years' experience. Physical ability to lift and move objects weighing up to 50 pounds safely is required and the ability to work with elevated platforms up to 100 feet in height. Must be able to pass Grade 1 Color Vision Test.

**PLEASE NOTE:** In order to be qualified for this and any position with the Kansas Adjutant General's Department, the applicant MUST MEET THE MINIMUM QUALIFICATIONS for the position. These qualifications MUST BE IDENTIFIED on the application/resume. Failure to include the minimum qualifications on the application/resume may result in disqualification and the applicant will not be considered for the position.

**IMPORTANT:** Must have a valid driver's license and the ability to obtain and maintain a Department of Defense Security Clearance.

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